



DIGITAL TRAINING FACILITY PROCEDURES FOR RESIDENT INSTRUCTION USE:

“DISTANCE LEARNING TRAINING HAS PRIORITY OVER
ALL OTHER TRAINING”

1. The following must be furnished to the Digital Training Facility (DTF) Manager for scheduling the classroom:
 - a. The proponent school, department or sections sponsoring the class or training.
 - b. Points of contact for training, to include name, phone and fax number and email.
 - c. Type of training and what equipment will be required to support the training
 - d. Duration of training to include start / stop dates and times.
2. The sponsoring organization will be required to sign for all equipment in the DTF, and be responsible for damage or missing items.
3. The following rules will apply when using the DTF Classroom:
 - a. There will be no food or drink brought in to the classroom at any time.
 - b. The classroom will be cleaned at the end of each day and prior to being returned to the classroom Manager.
 - c. No unauthorized software is allowed to be loaded on the computers.
 - d. No configuration changes can be made to the computers or VTT equipment.
 - e. Inventories will be conducted at the start of training and at the end of training.
4. All instructors will be required to attend training on the use of the computer systems, VTEL equipment and the operation of the APPS View software utilized in the operation of the VTEL equipment. This training will allow the instructors to use Microsoft PowerPoint, the VCR and the document camera (ELMO). Failure to attend training will result in the instructor not being able to use the Digital Training Facility classroom. Contact the DTF manager for coordinating the instruction.)
5. Only approved DL Software can be used in the DTF Classroom. If software is not approved by the DL Test Directorate the following procedures must be followed.

If the software that is going to be used for the training is not Distance Learning approved software it has to be tested and assign a control number by the TADLP test director at Ft. Eustis, Virginia (757 878-3863/4367 voice or 757 878-4616 fax, the POC for the test site is Mr. Tom White). Sufficient time has to be allowed for the testing of the software, prior to the start of training. He will require a copy of the software to retain in the test facility library.
6. All of the above information must also be furnished to the DTF Manager at least six weeks prior to the start of training. This is necessary to insure availability of the classroom.
7. Questions should be addressed to the DTF Manager.